

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

Table No. 1

Income

Item	1954 Jan.-Dec. Actual a	1955 Jan.-Dec. Budget b	1955 Jan.-Dec. Approved NEC c	1956 Jan.-Dec. Budget d
<u>Cash and Securities</u>				
On Hand, January 1	\$10,645.16	\$10,169.	\$10,149.	<i>12,062</i> \$4,062.
Less Working Balance	<u>8,000.00</u>	<u>8,000.</u>	<u>8,000.</u>	<u>8,000.</u>
Net Available for Budget	\$ 2,645.16	\$ 2,169.	\$ 2,149.	<i>4,062</i> None
<u>Earnings</u>				
Memberships - Total	\$64,674.75	\$67,663.	\$72,884.	\$62,745.
100 Renewals	54,121.75	49,563.		51,445.
110 New	10,553.00	18,100.		11,300.
Registration - Total	\$15,115.00	\$22,500. <i>1/</i>	\$11,500.	\$26,000.
120 Fees	15,115.00	22,500.	11,500.	26,000.
Publications - Total	\$ 9,995.07	\$10,100.	\$ 9,350.	\$10,300.
130 Sales & Ads. (Gross)	9,995.07	10,100.	9,350.	10,300.
Exhibits - Total	\$12,603.80	\$10,750.	\$ 9,000.	\$12,050.
140 Booths	11,400.00	9,500.	7,000.	10,800.
143 Combined Book Exhibit	1,203.80	1,250.	2,000.	1,250.
Contributions - Total	\$ 1.10	\$ 200.	\$ 100.	\$ 200.
150 Individual and Life Members	1.10	200.	100.	200.
Miscellaneous - Total	\$11,891.55	\$11,100.	\$10,100.	\$11,100.
161 Interest	1,288.88	800.	800.	800.
162 Other	602.67	1,300.	300.	300.
163 ICSW	<u>10,000.00</u>	<u>9,000.</u>	<u>9,000.</u>	<u>10,000.</u>
	\$116,926.43	\$124,482. <i>2300</i>	\$115,083.	\$122,395.
<u>Special Grants</u>	None	None	None	None
Contributed Funds-Chests, etc.	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
Total Income	\$116,926.43	<i>131,282</i> \$124,482.	\$115,083.	<i>126,855</i> \$122,395.
Total Expenditures (Table II)	<u>114,757.03</u>	<u>127,720.</u>	<u>124,858.</u>	<i>119,855</i> <u>123,793.</u>
Surplus or Deficit	\$ 2,169.40	<i>3,238</i> \$ 4,062. <i>2/</i>	-\$ 9,775.	<i>6,062</i> -\$ 1,398.

The increase over the "approved budget" is due to an increase in registration fees. The sum of \$7,300. will be taken from the Annual Forum Reserve to meet the extra costs of meeting in San Francisco.

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Table No. II

Line Item Expenditures

	1954 Jan.-Dec. Actual	1955 Jan.-Dec. Budget	1955 Jan.-Dec. Approved NEC	1956 Jan.-Dec. Budget
	a	b	c	d
200 Salaries and Wages (Total)	\$54,510.17	\$56,492.	\$53,345.	\$58,000.
201 Professional & Admin.	25,374.71	26,832.	25,778.	27,250.
202 Sec. and Clerical	23,661.40	24,631.	22,839.	25,600.
203 Maint. & Custodial	1,459.35	875.	800.	875.
204 Retirement	3,200.99	3,854.	3,778.	3,975.
205 Other	813.72	300.	150.	300.
210 Administ. Services (Total)	\$31,631.19	\$32,825.	\$33,650.	\$33,375.
211 Tel. & Tel	1,176.22	1,200.	1,000.	1,100.
212 Postage	3,513.69	4,000.	4,150.	4,100.
213 Supplies	2,757.92	2,550.	2,250.	2,600.
214 Express-hauling	1,007.85	825.	1,200.	575.
215 Office Print.-Mimeo	6,499.60	7,000.	7,500.	7,750.
216 Printing - Other	16,675.91	17,250.	17,550.	17,250.
220 Travel & Per Diem (Total)	\$ 9,170.45	\$14,625.	\$15,125.	\$11,900.
221 Staff	4,438.20	6,325.	6,525.	4,550.
222 Program Committee	1,299.24	2,000.	2,600.	2,000.
223 Nominating Committee	558.27	600.	300.	600.
224 Editorial Committee	133.84	500.	500.	500.
225 Executive Committee	2,114.27	3,200.	3,000.	3,200.
226 Other	626.63	2,000.	2,200.	1,050.
230 Rentals - Insurance (Total)	\$14,773.12	\$17,408.	\$18,268.	\$10,780.
231 Office	5,698.10	5,636.	5,236.	5,650.
232 Insurance	636.36	1,200.	960.	230.
233 Other - Inc. A.F.	8,438.66	10,572.	12,072.	4,900.
240 Equipmt.-Furnish. (Total)	\$ 860.40	\$ 1,970.	\$ 1,870.	\$ 2,400.
241 Repairs-Replacements	548.50	720.	770.	1,350.
242 New	311.90	1,250.	1,100.	1,050.
250 Miscellaneous (Total)	\$ 3,811.70	\$ 4,400.	\$ 2,600.	\$ 3,400.
251 Books	2,403.43	2,600.	1,800.	2,600.
252 Advs. & Subs.	567.14	500.	500.	500.
253 Other	841.13	1,300.	300.	300.
260 Total	\$114,757.03	\$127,720.	\$124,858.	\$119,855.
Working Balance	*****	None	None	3,238.
	\$114,757.03	\$127,720.	\$124,858.	\$123,793.

Note: The cost (\$175.00) for an independent audit is included in item #201. No amount is included for legal services.

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

Table No. III

Balance Sheet

December 31, 1954

Cash Balance, January 1, 1954		\$ 8,880.38
Receipts, January 1 - December 31, 1954		<u>114,281.27</u>
Total Cash Balance and Receipts		\$23,161.65
Expenditures, January 1 - December 31, 1954		
1. Expenses	\$114,393.97	
2. From Reserves	<u>2,667.46</u>	<u>117,061.43</u>
Cash Balance, December 31, 1954		\$ 6,100.22

Assets

Cash Balance, December 31, 1954		\$ 6,100.22
Investments and Savings		
1. U. S. Savings Bonds, Series G.	\$ 9,000.00	
2. Savings Accounts	<u>25,037.92</u>	<u>34,037.92</u>
Accounts Receivable		
1. Bruno Book	\$ 24.76	
2. Annual Forum Collectible Accounts	<u>58.13</u>	<u>82.89</u>
Total Assets		\$40,221.03

Liabilities, Reserves and Operating Fund

Accounts Payable		\$ 24.76
Reserves		
1. Annual Forum Reserve	\$ 12,000.00	
2. Contingency Reserve	10,000.00	
3. Life Membership Rotating Fund	2,200.00	
4. Publications Reserve	853.62	
5. Eduard C. Lindeman Memorial Fund	2,041.38	
6. Special Projects Reserve	<u>2,931.87</u>	<u>\$ 30,026.87</u>
Operating Fund		<u>10,169.40</u>
Total Liabilities		\$ 40,221.03
Book Value of Furniture, Fixtures and Equipment, December 31, 1954		\$ 10,265.64

No other resources (reserve funds, bequests, etc.) are available to this agency.

Signed Treasurer

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

Table No. IV

Estimated Functional Expenditures

Item	Operating Budgets				
	1954 Jan.-Dec.	1955 Jan.-Dec. Budget	1955 Jan.-Dec. Approved HEC	1956 Jan.-Dec. Budget	1958 Amount Needed
a	b	c	d	e	f
A. <u>Annual Forum Admin.</u>	\$59,431	\$67,000	\$57,328	\$59,555	\$76,000
B. <u>Publications</u>	14,462	15,720	18,000	15,000	29,000
C. <u>Serv. to State Conferences</u>	4,149	5,000	5,750	6,000	24,000
D. <u>International Soc. Welfare</u>	11,511	11,500	12,830	13,500	17,500
E. <u>Membership Prom. & Processing</u>	14,926	17,000	17,200	15,500	21,500
F. <u>Membership Participation</u>	10,278	11,500	9,000	10,300	15,500
G. <u>Services on Conferencing</u>	None	None	None	None	20,000
H. <u>Miscellaneous</u>	None	None	4,750	None	None
Totals	\$114,757	\$127,720	\$124,858	\$119,855	\$203,500

NATIONAL CONFERENCE OF SOCIAL WORK
Columbus, Ohio

Table No. V

Net Changes 1/

	1954 Jan.-Dec.	1955 Budgeted from 1954	1955 Approved from 1954	1956 Requested from 1954	Annual Amt. Needed to do Job Effectively by 1958 from 1954
a	b	c	d	e	f
1. Changed Cost of Current Program	xxxx	\$12,969.	\$10,101	\$5,104	\$6,000
2. Increases in Current Program	xxxx	None	None	None	62,749
3. New Activities	xxxx	None	None	None	20,000
4. Other (explain)	xxxx	None	None	None	None
5. Total Actual 1954	\$114,757	xxxx	xxxx	xxxx	xxxx
6. Total Change	xxxx	\$12,969	\$10,101	\$5,104	\$88,749

1/ Table V summarizes the net changes reflected in the totals of columns c, d, e, and f of Table IV compared with the total of column b.

17. Significant changes in budgets

The requested 1956 budget of \$119,855 is 4.2% higher than the 1954 actual budget; 6.5% lower than the current 1955 budget but 4.2% less than the 1955 budget of \$124,858. approved last year by the National Budget Committee.

a. Annual Forum Administration

1954 Actual (1)	1955 Budget (2)	1956 Requested (3)	1958 Effective (4)
<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
\$59,431.	\$67,000. \$7,569.	\$59,555. \$ 124.	\$76,000. \$16,569.

(2) The 1955 budget includes the anticipated increases due directly to the holding of the Annual Forum in San Francisco, e.g. travel, meeting room rentals, promotion, etc.

(4) The "effective" budget would anticipate strengthening the Annual Forum as follows:

- (a) Introducing more modern meeting and discussion methods including increased audio-visual aids.
- (b) Providing additional and timely secondary common services, e.g. Public Relations Consultation; Educational Exhibits, etc.
- (c) Providing funds for at least one meeting of the six Section and Common Service Committees which now carry on their program-planning by mail.
- (d) Extending the public relations program to take fuller advantage of the wealth, materials and opportunities provided by the Annual Forum for nation-wide and year-round interpretation of social welfare -- fuller coverage by newspapers, magazines, radio and TV, and more effective follow-up and reporting by attenders in their home communities.
- (e) Providing funds for more outstanding speakers from related fields and business and providing increased staff service to NCSW Associate Group program committees.

b. Publications

1954 Actual (1)	1955 Budget (2)	1956 Requested (3)	1958 Effective (4)
<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
\$14,462.	\$15,720.	\$15,000.	\$29,000.
	\$1,258.	\$ 538.	\$14,538.

(2) The 1955 budget anticipates an increase because of the transportation cost of the Final Programs and larger editions of the Conference Bulletin.

(4) The "effective" budget would anticipate increasing the effectiveness of the publications program by:

(a) Increasing the number of manuscripts and recordings which can be used by individuals and organizations for in-service education in social action, interpretation and forum purposes.

(b) A new quarterly publication that will further promote the constitutional purpose of the Conference "To promote. . . discussion of the problem and methods identified with the field of social work and immediately related fields" and to extend the application of modern meeting and discussion methods to conferences throughout the country.

c. Services to State Conferences

1954 Actual (1)	1955 Budget (2)	1956 Requested (3)	1958 Effective (4)
<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
\$4,149.	\$5,000.	\$6,000.	\$24,000.
	\$ 851.	\$1,851.	\$19,851.

(3) The 1956 budget reflects our plans to increase slightly our services to state conferences, e.g. suggestions for program and consultation.

(4) The effective budget would provide much needed increased services including:

(a) Field Service. The state conferences need considerable assistance which can be rendered only by new full-time field service. Such a service could assist with administrative and functional problems,

programs, and strengthen the Association of State Conferences.

- (b) Regional Institutes. Increasing the number of and improving the quality of regional institutes held in conjunction with state conferences. This would bring the resources of the NCSW to more people who cannot attend national meetings.

d. International Social Welfare

1954 Actual (1)	1955 Budget (2)		1956 Requested (3)		1958 Effective (4)	
	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
\$11,511.	\$11,500.	- \$ 11.	\$13,500.	\$1,989.	\$17,500.	\$5,989.

- (3) The 1956 budget anticipates some additional service to the ICSW and NCSW's contribution to international social welfare.
- (4) The "effective" budget would increase the NCSW's participation in the U.S. While this is primarily the responsibility of the U.S. Committee of the ICSW it is our belief that the National Conference should be making a greater contribution in stimulating interest in international social welfare.

e. Membership Promotion and Processing

1954 Actual (1)	1955 Budget (2)		1956 Requested (3)		1958 Effective (4)	
	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
\$14,920.	\$17,000.	\$2,080.	\$15,500.	\$ 580.	\$21,500.	\$6,580.

- (2) The 1955 budget reflects the increased costs of promoting memberships on the West Coast.
- (4) The "effective" budget would provide the resources to supplement our present "direct mail" appeal with personal promotion through membership committees, etc.

f. Membership Participation

1954 Actual (1)	1955 Budget (2)		1956 Requested (3)		1958 Effective (4)	
	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
\$10,278.	\$11,500.	\$1,222.	\$10,300.	\$ 22.	\$15,500.	\$5,222.

- (2) The largest item in this category is for the Executive Committee, i.e. travel, preparation and conduct of meetings, etc. The increase in 1955 anticipates increased attention to Associate Group relationships.
- (4) The "effective" budget would provide funds to increase membership participation in the planning of the Annual Forum and regional meetings. This would help materially in making the Conference more responsive to local needs and basic issues as they arise in local experience.

g. Special Conference Services

1954 Actual (1)	1955 Budget (2)		1956 Requested (3)		1958 Effective (4)	
	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>	<u>Amount</u>	<u>Net Change</u>
0	0	0	0	0	\$20,000.	\$20,000.

- (4) The NCS. has been requested increasingly to provide services both in the management and the conduct of conferences, institutes and seminars. The Conference has much experience in these areas and an expansion would be consistent with the forum function. These special services would include consultation and operational services such as program planning, registration, audio-visual aids including exhibits, recordings and films, conduct of meetings and public relations.

The Conference could expand its secretariat services such as is now provided to the ICS. and the Association of State Conferences.

There is need for increased study and attention to the art of conferencing and the Conference could plan and conduct clinics and institutes for both study and training. The Conference could serve also as a catalytic agent to focus study in the conferencing needs in the social welfare field

and encourage research and writing in needed areas.

It is assumed that after a reasonable time the services in this unit would become largely self-supporting.

18. Financial Reporting and Direct Services.

- a. Reporting to membership. The summary of the financial report is published annually in the winter issues of the Conference Bulletin. The Treasurer reports briefly at the annual meeting of members during the Annual Forum. In addition the full financial report is included as an attachment to the Executive Committee minutes.
- b. Direct Services. It is the policy of the Conference to seek reimbursement for services rendered to national organizations for the following items: (1) Printing of their meetings and activities in the final program of the Annual Forum; (2) Notices and ads in the Annual Forum Daily Bulletin and other publications; (3) Booths for exhibits and consultation service at the Annual Forum. The Associate Group assessment fees (1954 - \$4,450.) which are included in the memberships in Table II pay for partial cost for Associate Group meetings.

The ICSW reimburses the Conference for most of the expenditures spent on its behalf. Publications are distributed free or are sold at cost to members. Non-members pay regular prices.

19. Working Balance

The Conference feels that it should have a working balance of at least \$8000. The largest share of the Conference income is received from membership and registration fees and the working balance is needed to meet essential expenditures such as salaries, printing, etc. at regular periods.

20. Annual Audit

A copy of the 1953 audit is filed with the National Budget Committee. The 1954 audit report will not be available until March 15, 1955.

21. Financial Support Plan

The Conference expects to raise its 1955-56 budget primarily through individual and organizational memberships and reimbursements for services rendered. The

Executive Committee is considering the possibility of securing additional funds to provide some of the services included in "effective budget" Column f. of Table IV. The sources of income which may be considered include: contributions from community chests; foundation support; corporation, institutional and organizational memberships, as well as life memberships.

The Conference is participating in the National Budget Committee process because it believes in the principle of national budget review, so that the local community chests, budget committees and agency boards of directors may have reliable data about the Conference when they are considering expenditures for some one thousand agency memberships and attendance at the Annual Forum.

U. S. Treasury Department
Washington 25, D. C.

IT:P:T:l
EAC

December 28, 1938

National Conference of Social Work
82 North High Street
Columbus, Ohio

Attention: Mr. Howard R. Knight
General Secretary

Sirs:

Reference is made to the evidence submitted for use in further considering your status for Federal Income and social security tax purposes, and also to determine whether or not contributions to your organization are allowable deductions in the individual income tax returns of the donors.

The records of this office disclose that by Bureau ruling dated March 27, 1923, you were held to be entitled to exemption from Federal Income taxation under the provisions of section 231 (8) of the Revenue Act of 1921; that on June 25, 1936 you were advised that the previous ruling was still in force and effect; and that Bureau rulings of March 27, 1923 and June 25, 1936 were affirmed in Bureau letter of July 1, 1938, denying your claim for exemption under section 101(6) of the Revenue Act of 1936 because the evidence you submitted indicated that your purposes and activities are not exclusively scientific or educational, but are for the benefit of the community as a whole and tend to promote general welfare.

It is accordingly held that you are entitled to exemption from Federal income taxation, under the provisions of Section 101(6) of the Revenue Act of 1936 and the corresponding provisions of prior revenue acts.

Contributions to your organization by individual donors are deductible. The deductibility of contributions by corporations is governed by section 23(q) of the Revenue Acts of 1936 and 1938.

Bureau rulings of March 27, 1923, June 25, 1936 and July 1, 1938 are hereby amended in accordance with this ruling.

A copy of this ruling is being transmitted to the collector of internal revenue for your district.

By direction of the Commissioner.

Respectfully,

(signed) John R. Kirk
Deputy Commissioner

Members of Governing BodyOfficers

President: Arthur Altmeyer (Past Commissioner for Social Security)
Madison, Wisconsin

First Vice-President: Sidney Hollander (Business Man) President, The Maryland
Pharmaceutical Company, Baltimore, Maryland

Second Vice-President: Phyllis Osborn, Associate Professor, School of Social Service
Administration, University of Chicago, Chicago, Illinois

Third Vice-President: Lucile Kennedy, Chief, Division of Child Welfare, California
State Department of Social Welfare, Sacramento, California

Secretary: Saul Bernstein, Professor of Group Work, Boston University
School of Social Work, Boston, Massachusetts

Treasurer: Arch Mandel, Community Chests and Councils of America, Inc.
New York, New York

Past President: Brooks Potter (Attorney) Boston, Massachusetts

President-Nominee: Benjamin E. Youngdahl, Dean, George Warren Brown School of
Social Work, Washington University, St. Louis, Missouri

Executive Secretary: Joe R. Hoffer, Columbus, Ohio

Executive Committee

Elected as regional representatives 1/

Region I

David H. Keppel, Hartford Department of Public Welfare, Hartford, Connecticut

Region IV

Mrs. Russell Swiler (housewife), Gates Mills, Ohio

Region VII

Victor D. Carlson, Public Assistance Representative, U. S. Department of Health,
Education, and Welfare, Denver, Colorado

At-Large Representatives

Frederick I. Daniels, Executive Director, Brooklyn Bureau of Social Service and
Children's Aid Society, Brooklyn, New York

1/ The NCSE initiated, beginning with 1954, a policy of electing nine regional
representatives to its Executive Committee. Three additional regional members
will be elected each year until all regions are represented.

Executive Committee - Atlarge Representatives (continued)

F. F. Fauri, Dean, School of Social Work, University of Michigan, Ann Arbor, Michigan

Frank T. Flynn, Associate Professor, School of Social Service Administration, University of Chicago, Chicago, Illinois

Anne E. Geddes, School of Social Welfare, University of California, Berkeley, California

Franz Goldmann, MD, Associate Professor, Medical Care, Harvard University School of Public Health, Boston, Massachusetts

Maxwell Hahn, Executive Vice-President, The Field Foundation, Inc., New York, N. Y.

Maurice O. Hunt, Chief, Bureau of Child Welfare, State Department of Public Welfare, Baltimore, Maryland

Laurin Hyde, General Director, National Travelers Aid Association, New York, N. Y.

Mrs. John Mason Moore, (housewife), Indianapolis, Indiana

Alonzo G. Moron, President, Hampton Institute, Hampton, Virginia

Louis B. Seltzer, Editor, The Cleveland Press, Cleveland, Ohio

Sanford Solender, Director, Jewish Center Division, National Jewish Welfare Board, New York, N. Y.

Mrs. Sumner Spaulding (housewife), Los Angeles, California

Dessie Touzel, Executive Director, Community Welfare Council, Toronto, Ontario, Canada

Mrs. Louise Briscoe Trigg, Director, Social Service Department, John A. Andrew Memorial Hospital, Tuskegee Institute, Alabama

Wayne Vasey, Dean, School of Social Work, Rutgers University, New Brunswick, N. J.

EXHIBIT C

National Conference of Social Work

Pay Grades and Positions

<u>Grade (Class Title)</u>	<u>Position Titles</u>	<u>Annual Salary</u>	
		<u>(min.)</u>	<u>(max.)</u>
1.....	Secretary-Stenographer* 2 Membership Clerk* 1	\$2060. "	- " \$2575.
2.....	(a) Secretary* 1 (b) Bookkeeper I	2430. "	- " 3040.
3.....	Administrative Assistant I* 2½	2720.	- 3400.
4.....	Administrative Assistant II* 1	3030.	- 3790.
<hr/>			
5.....	Administrative Officer	3400.	- 4250.
6.....	(a) Executive Officer (b) Annual Forum Manager and State Conference Secretary	4240. "	- " 5300.
7.....	(a) Business Officer (b) Assistant Executive Secretary* 2	5300. "	- " 6625.
8.....	Associate Executive Secretary	6950.	- 8690.
9.....	Executive Secretary* 1	9265.	- 11,585.

Note: Grades 1-4 are included in budget item 202 Secretarial and Clerical
Grades 5-9 are included in budget item 201 Professional

*Positions authorized for 1955 Budget

The following staff are assigned to ICSW:

No. 7 Assistant Executive Secretary - half-time
3 Administrative Assistant I - half-time

STAFF ORGANIZATION CHART

(Unit A)

Executive Secretary
SecretaryPublic Relations Consultant (PT)
Research Consultant (PT)
Financial Consultant (PT)

(UNIT B)

Asst. Exec. Sec.
Admin. Asst I (1/2)
Sec.-Stenog.

(UNIT C)

Admin. Asst. I
Memb. Clerk

(UNIT D)

Admin. Asst. II
Stenog.-Clerk:
Part-time

(UNIT E)

Asst. Exec. Sec. (1/2)
Admin. Asst. I (1/2)UNIT A -- Joe R. Hoffer

Includes staff responsibility for Executive, Editorial, Nominations and Staff Personnel Committees. Also informational and promotional activities.

UNIT B -- Downing E. Proctor

Includes staff responsibility for Annual Forum management and Services to State Conferences.

UNIT C -- Dorothy Hankins

Includes staff responsibility for financial bookkeeping and accounting. Also membership processing.

UNIT D -- Eula Wyatt

Includes staff responsibility for administrative services and publications program.

UNIT E -- Ruth Williams

Includes staff responsibility for NCSW Annual Forum Program Committee and Associate Group relationships.

THE
NATIONAL
BUDGET
COMMITTEE

... What it is

... How and why it came into being

*... How it is organized and
how it functions*

This folder briefly summarizes the work of the National Budget Committee, including that of its National Quota Committee.

What it is

The National Budget Committee of 100 representative local citizens is a channel of communication for presenting information about services and needs of national health and welfare agencies to local communities.

The facilities of the Committee are available, on a voluntary basis...

To national agencies that wish to submit their detailed budgets, programs and other financial data for evaluation, and

To local communities which generally are unable to undertake detailed evaluations for themselves.

The Committee attempts to encourage equitable and adequate financing of national agencies by...

1. Examining their programs, budgets, and financial records.
2. Studying their support plans and experience.
3. Developing quota data—
for use in dividing fairly among communities the opportunity and responsibility for supporting national agencies.
4. Reporting findings to communities—
in order to inform them of the program, budget and support plan which seem justified for each national agency.

The Committee undertakes to furnish local communities with information for use in making decisions as to the nature and extent of their support for national organizations. Its independent findings are validated only by their soundness. They are held beyond the review of even the Committee's two sponsoring organizations.

How and why it came into being

The National Budget Committee has been set up in response to real and specific needs.

It started in 1942—when there was a need for evaluating and reviewing requests of the many war-related agencies appealing to the public for financial support.

When the National War Fund was established, the Committee was absorbed into it—in order to work out plans for distributing funds as well as examining budgets.

This was a big job—and a National Quota Committee was set up to help the Budget Committee carry part of the load.

After World War II—local communities found it impossible to evaluate the many national appeals in terms of their local campaigns.

So the Community Chests and Councils of America re-established the National Budget Committee in 1946;
and in 1947, the National Quota Committee was reactivated.

Also in 1947, The National Social Welfare Assembly became a co-sponsor of both committees.

When the United Defense Fund was set up in 1950, it required the National Budget and Quota Committees to carry an additional load.

The National Budget Committee was thus organized to provide a means by which—

National health and welfare agencies may become as responsive as possible to the needs of communities throughout the country; and

Communities may furnish in turn fair and adequate support for the necessary activities of such agencies.

THE NATIONAL BUDGET COMMITTEE

How it is organized and how it functions

The National Budget Committee has 100 members.

They come from 70 cities and 33 states.

They are representative men and women active in the support of local community work—chosen both by national agencies and by local Chests, United Funds and Councils.

Panels into which the Committee membership is divided specialize in the needs of three to five agencies each.

Two meetings of the Budget Committee are held annually . . . a one-day meeting in December, and a three-day session in March.

In December: a one-day meeting is held for the purpose of considering and authorizing improvements in the continuing operations of the Committee, and consolidating plans for the March meetings.

In March: before the three-day meetings, panel members receive and study detailed budget, promotional and other material submitted by the national agencies.

In late March: the complete data from each agency are discussed and evaluated—first by the panels and agency representatives, then by the whole Committee—during three full days of meetings.

A report on each agency is prepared for the use of local communities; these reports are usually made available by May in time to be used in laying plans for the local campaigns held in the Fall.

The National Quota Committee is a standing subcommittee of the National Budget Committee. Its membership has the same kind of representation. This Committee establishes Basic State Percentages for national agency goals, based on giving ability and giving experience. It also assists in dividing the State Percentages among local Chest and United Fund Areas.

More complete information is contained in a Manual, and individuals or organizations may secure a single copy without charge from the office of the Committee. Additional copies are available at \$1.25 apiece.

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